GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

Social Security Pensions – Assessment of degree of disability through software - Guidelines for assessment – Issue of certificates – Orders – Issued.

PANCHAYAT RAJ AND RURAL DEVELOPMENT (RD.II) DEPARTMENT

G.O.Ms.No. 371   **Dated: 02-12-2009.**
                                                                        Read the following:

    1. G.O.Ms.No.454, PR&RD (RD.II) Department, dated 14.11.2008.
    2. GO Ms.No.31, WD, CW & DW (DW) Department, dated:02-09-2008.
    3. GO Ms. No. 31, WD, CW & DW (DW) Department, dated: 1/12/2009.
                                    ****

O R D E R:

        Government have been exploring the possibility of introducing a transparent mechanism for screening and assessing the degree of disability which requires an assessment software that is objective, scientific, verifiable and based on parameters that doctors measure and compute to generate the percentage of disability accurately.

2.   The Department of Rural Development in close collaboration with Women Development, Child Welfare, Disabled Welfare & Welfare of Senior Citizens Dept., have evolved a scientific computer aided disability assessment strategy.   HMRI has developed this software through series of consultations with Rural Development Dept., specialists concerned from HM & FW Dept. and WD, CW & DW Dept. in consonance with the eligibility criteria etc, spelt out in Government orders issued vide reference 3rd cited.

3.   Accordingly, orders were issued vide 2nd read above to carry out a pilot in 3 mandals of Ranga Reddy District. Based on that experience and in close consultations with experts/specialists concerned from Medical and Health department, the Software has been since updated and improvised upon.

4.   Government after careful examination, make available the software to the Dist. Collectors and advise them to take up assessment of all the disabled persons and issue the certificates and ID cards in a saturation mode.

5.   The features of the software called SADAREM (Software to asses Disability for Access, Rehabilitation and Empowerment) are:

    i.   Scientific assessment of degree of the disability is done on the basis of methods and formulaes prescribed in the Gazette 2001 issued by the Ministry of Social Justice and Empowerment, Govt. of India.

    ii. Generation of a computer based Disability Certificate with unique ID along with Identity Card.

    iii. Assessment of needs and maintaining the centralized data base. Software will also generate all the details including the support services that the disabled persons are entitled, based on the need assessment and a record of the services provided from time to time.

    iv. The database thus generated will be hosted in the Public Domain to enable service providers to reach out to the disabled persons.

6. In this regard the following guide lines are issued for effective implementation of the software:-

i. The SADAREM software should be installed in all the hospitals where the disabled persons are to be assessed and issued the certificates & ID cards under the supervision of Medical Boards. However the maintenance of software and database management shall be the responsibility of PD-DRDA's in partnership with HMRI.

ii. All the certificates issued previously by the Medical Boards shall be invalidated on reassessment and fresh certificates issued along with ID cards using the above software.

iii. All the Bus passes, Railway concession and other entitlements will be given based on the certificates & ID cards issued by the above software only.

iv. District Collector may constitute a committee with the following members to organize the camps and issue the certificates & ID cards to all the eligible disabled persons and also use the same software in future for issuing the certificate & ID cards:-

1	District Collector	Chairman
2	District Medical & Health Officer	Member
3	District Coordinator, Health Services	Member
4	Supdt. Dist. Govt. Hospital	Member
5	Project Director, Women & Child Welfare dept.	Member
6	Asst. Director, Disabled Welfare dept	Member
7	Project Director, MEPMA	Member
8	Project Officer, Rajiv Vidya Mission	Member
9	CEO Zilla Parishad	Member
10	Reputed NGO working for disabled in the district (to be nominated by the District Collector)	Member
11	Project Director, DRDA	Convener

v) The committee is entrusted with the following:-

a. The committee under the chairmanship of District Collector shall be responsible to cover all the eligible PWDs in the district.

b. The commitee should meet atleast twice in a month during initial period to plan the implementation strategy and review the progress of issue of certificates and ID-Cards.

c. A schedule shall be drawn for examination of disabled persons by giving different dates and timings for each habitation/village. At a given point of time not more than 50 disabled persons shall be called for assessment.

d. Ensure that assessment should be done habitation wise. Which may be preceded by an initial screening to identify eligible disabled persons.

e. All the persons to be associated in conduct of camps and initial screening should be appropriately oriented/trained.

f. In order to facilitate the disabled persons to go through the process of assessment, an NGO/AWW/ASHA worker/adequate number of volunteers may be deployed @ one volunteer for every 10 persons coming for assessment. Volunteers may include scouts and guides, NSS volunteers, final year students, of para medical training institutions etc.

g. The persons with disabilities and their escorts need to be kept informed properly about the time to be taken and processes involved at the assessment center.

h. Ensure that all the persons to be assessed should bring white ration cards to the assessment camp.

S. No.	Annexure	Description
1	Annexure A	Brief note on the computer based assessment tool and process for conducting camp which may be improvised upon.
2	Annexure B	The specifications of hardware & software and manpower requirements.
3	Annexure C	The layout of the assessment site showing the rooms and computers.
4	Annexure D	Diagnostic assessment equipment/tools required at the assessment center/camp
5	Annexure E	Flow diagram detailing the process of assessment starting from local screening, registration till issuance of certificate and ID card.

7. Depending on the number of disabled, the progress achieved from time to time, each District Collector shall announce a cut off date where after, the old certificates shall not be entertained for persons hailing from that district, which shall not be later than 1st January, 2010.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OFANDHRA PRADESH)

P. RAMAKANTH REDDY
CHIEF SECRETARY TO GOVERNMENT

To

The Principal Secretary, Panchayat Raj Department.
The Principal Secretary, Women Devp. Child Welfare and Disabled Welfare Deptt.
The Principal Secretary, Municipal Administration and Urban Devp. Dept.
The Principal Secretary, Medical and Health Dept.

The Principal Secretary, Road & Buildings
The Principal Secretary, Rajiv Vidya Mission (SSA)
The State Commissioner for Persons with Disabilities and Senior Citizens.
The Chief Executive Officer, Society for Elimination of Rural Poverty (SERP).
The Director, Medical Education
The Director, Health Department
All the District Collectors.
The State Project Director – Rajiv Vidya Mission
The Commissioner, Rural Development.
The Managing Director, A.P. State Road Transport Corporation (APSRTC)
All CEOs Rural Development Department
The Commissioner, Family Welfare
All PDs Mission for Poverty Elimination in Municipal Areas (MEPMA)
All Assistant POs Rajiv Vidya Mission
All District Co-ordinators, Medical & Health Department
All the Project Directors, DRDAs.
All Assistant Directors – Disabled Welfare Department
The Director, Development for Women   and Children in Rural Areas (DWCRA).
Mission Director, Mission for Poverty Elimination in Municipal Areas (MEPMA)
Director, NIMH
Commissioner, Women Development & Child Welfare
All the PDs WD & CW
DMRHOs
Superintendent District Hospitals
Commissioner & Municipal administration
Copy to S/F.

//FORWARDED :: BY ORDER//

SECTION OFFICER

ANNEXURE – A

1.0 Introduction:

Various disabilities have been defined under section 2 of the Persons with Disabilities (Equal Opportunity, Protection of Rights and full Participation) Act, 1995 and the procedure for issuing disability certificate with the eligibility criteria has also been mentioned in the said Act read with rules issued in this connection.

According to the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Rules, 1996 notified on 31.12.1996 by the Central Government in exercise of the powers conferred by sub-section (1) and (2) section 73 of the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995 (1 of 1996), authorities to give disability Certificate will be a Medical Board duly constituted by the Central Government and the State Government. The State Government may constitute a Medical Board consisting of at least three members out of whom at least one shall be specialist in the particular field.

Issue of Disability Certificate has to be proceeded by diagnostic assessment of the type and extent of disability as per the guidelines vide GOI No.16-18/97- NI.I dated:1st June, 2001 as gazetted vide No.154 dated:13/06/2001 appended to GO 3rd cited. Each disability has to be assessed and examined by qualified and competent professional as prescribed in the Act and rules read with the guidelines referred to above. For each of the disability viz., Locomotor Impairment, Visual Impairment, Hearing Impairment, Mental Retardation, Mental Illness and Multiple Disabilities, certain scientific procedure as per the WHO standards has been laid down which has to be complied with by the experts concerned.

Following the scientific procedure, a manual assessment takes a longer time which restricts the number of cases to be assessed by a single team in any one disability. Government has now decided to ensure that assessment is done strictly following the professional and scientific procedure, for which the Software has been developed to also improve efficiency and accuracy.

2.0   Features of the software:

2.1   Demographic data and Unique ID:

First part of the proforma contains the demographic and personal data of the individuals which can be filled in by generalists or the data entry operator. Care has to be taken to enter the correct data after verifying the original documents wherever necessary - for example, date of birth, place, qualification etc..

2.2   Assessment of type and degree of disability:

The software has been designed to take into account all types and varieties of disabilities using the matrix mode upto the last parameter, which will have the inbuilt computing formulae to arrive at the degree of disability as per the scientific procedure. For each of the disability there is an assessment proforma which needs to be filled in by the team of professionals.

2.3   Need assessment:

There is a provision in the software to capture the functional needs of the PWDs. These needs are medical interventions, therapeutic interventions, assistive devices etc. Information about these needs will have a use for planning programs for the empowerment of the PWDs.

2.4 Certificate and ID card generation:

After feeding the data successfully in the software the percentage of disability is calculated automatically. Provision of generation of certificate and ID card is there for the PWDs having 40% or more disability. But there is no provision of certificate or ID card for the PWDs with less than 40% of disability, however, a report with the specialist's advice will be provided to them. Report with specialists advice will therefore also be provided to the rejected cases.

2.5 Data base generation:

All the systems will be in LAN setting along with a server system. Data fed to the software in all systems will be stored in the server. At the end of the camp the stored data will be taken through an external memory device and will be sent to the central server of the department of rural development. This data base will be accessed by government and various NGOs for implementation of schemes and benefits to persons with disabilities.

2.6. Offerings of the software:

i.   The software will generate the disability certificate and ID card. The certificate and ID card will be laminated after getting the signatures of the medical board.

ii. The software also will give report about the rejected cases and the data about these cases will be stored in the data base.

iii. After uploading the data to the central server, various reports can be generated and this can be accessible through web site by various users including the PWDs themselves. The website will contain the data about the PWDs district wise, mandal wise, habitation wise and even individual wise. This data will have multiple usages by various departments of Government and NGOs to plan developmental programs.

3.0   Process:

3.1   Mobilizing the Persons with Disabilities (PWDs):

PWDs will be identified by the trained volunteers and sent to the camp place. PWDs belong to a particular village/ habitation should be sent to the camp. This is important to keep track of unique ID and to properly maintain the data base in addition to avoiding and overcoming problem of duplication and overlapping.

3.2 Organization of camp:

i) The camp place should be well organized and disabled friendly. Properly oriented volunteers should be there to guide the PWDs and their attendants. Earmarked rooms/ for specialists with proper ventilation, and lighting should be provided. There should be continuous power supply for which generator facility should be there.

ii) Various information on rights, schemes, benefits etc can be given to the PWDs in the waiting hall for awareness creation and reduction of waiting stress.

iii) Sufficient computer facilitators, skilled Data Entry Operators should be Identified at district level and training imparted to them by the software provider.

iv) Since the APSRTC is already providing concessions to the persons with disabilities i.e., 50% concession on District services and 100% concession in Urban/Suburban services the same may be provided during the assessing camps. The APSRTC will send the buses as per route map. After completion of the assessment on that day, the buses will drop the persons along with escorts at the respective habitations / wards. The first level identification officers are responsible till the identified persons along with escorts reach their homes after the assessment is completed.

v) The first level identification/screening shall be done by the Anganwadi Workers/IKP staff etc. For giving training to the field workers, Trainers of Trainess (TOTs) will be identified by the District Collector and training will be provided to the TOTs. The TOTs in turn shall provide training to the first level identification persons.

vi) The District Collectors shall allot houses wards/ habitations to the Anganwadi workers, Rural Development staff, Panchayat Secretaries, Village Revenue Officers (VROs), Bill Collectors, Mission for Poverty Elimination in Municipal Areas (MEPMA) staff, Municipal staff, Rajiv Vidya Mission (RVM) staff, or SHGs/ Village Organisations (VOs) etc, for initial screening.

vii) The Government employees/personnel working in various departments as may be identified by the District Collector shall be enlisted by allotting them specific duties as per the schedule drawn up by the District Collector.

viii) The first level identification persons at habitation/ward level shall visit each and every house allotted to them and identify the PWDs based on the training inputs provided and fillup the format and handover the filled formats to the MPDOs/Municipal Commissioner. The MPDOs/Municipal Commissioner shall handover the entire list of disabled pensions to the first level identification officer before starting of the identification.

ix) The formats collected from the first level identification persons shall be handed over to the Project Director, DRDA at District level. The Project Directors shall computerize all the formats which are already installed in the software. The service provider shall install the software in the districts before starting of the assessment of disabled persons.

x) Basing on the number of persons identified at first level, the District Collectors shall assess the required number of Medical Boards, other personel material required. The District Collectors shall draw the schedule of the assessment and inform the PWDs through the first level identification Officer.

xi) MPDOs/Municipal Commissioner shall supervise and are responsible for the first level identification of PWDs and to send the PWDs to the medical camps along with first level identification person as per the schedule communicated by District Collector.

xii) Transport facility will be provided by APSRTC as per the route map given by the Collector.

xiii) The MPDOs shall maintain habitation wise permanent register for the identified persons with disabilities in prescribed Proforma. The Register will be updated regularly by the MPDO.

xiv) After completion of the assessment camps, the data base will be hosted in the public domain by SERP to give access to various service providers for reaching out to the persons with disabilities.

xv) The records pertaining to the assessment of degree of disabilities shall be kept in the District Hospitals under the control of the superintendent.

4. General guidelines:-

i. Persons with multiple disabilities should go to respective specialist and the major disability has to be decided by them who will also clarify accordingly.

ii. Proper orientation has to be given to the volunteers on screening of persons with disabilities.

Iii Special care has to be taken by the volunteers while filling up of the hard copy forms so that mandatory fields should not be missed.

iv Proper training should be given to the skilled data entry operators on use of the software. Persons having no prior experience on data entry should not be assigned the job.

v While filling data, volunteers and data entry operators should be attentive and careful enough, so that any irrelevant data will not be filled. There are some fields where there is a need of description where grammatical errors should be avoided. For example, Identification marks in the Part-A.

vi Rejected cases and ineligible cases should be properly counseled.

vii Proper power management must be there because power fluctuations will damage the systems and also may lead to software failure like Operating system damage and hardware failure like hard disk damage.

viii Camps should be organized in a manner that will reduce the waiting time of the PWDs.

ix Emergency measures must be taken in case of emergency medical aid, fire etc.

x Proper security, lighting, water must be provided at the camp.

5. Manpower requirement:
(Requirements are estimated for 100 PWDs)

a.   Professionals for Assessment:

    1.   Locomotor Impairment: No. of professionals required

- Orthopaedic specialist/ surgeon … 01
- Physiotherapist/ Occupational therapist … 02

    2.   Hearing Impairment:
- ENT specialist/ surgeon … 01
- Speech therapist/ Audiologist … 02

    3.   Visual Impairment:
- Ophthalmologist … … 01
- Optometrist … … 02

    4.   Mental retardation/ mental illness:
- Psychiatrist/ psychologist (Registered with Rehabilitation Council of India) … 02

b.   Computer facilitators … 02
(Knowledge in s/w Installation, Network & System trouble shooting)

c.   Skilled Data entry operators: … 08

d.   Volunteers … … 15
    (Minimum 1 volunteer for 10 PWDs)

ANNEXURE –B

I. Hardware Requirements:

1. Hardware Minimum Requirements for Server:

   - Processor   : Core 2 duo/Quad
   - RAM   : 2 GB
   - Hard disk   :160 GB
   - OS   : Microsoft Windows 2000 and
                         later versions

2. Hardware Minimum Requirements at Registration Counter

   - Processor   : Pentium IV & above
   - Memory   : 512MB and Above
   - Hard disk   : 40Gb and Above
   - Web Camera   : 8 Mega Pixel and above
   - OS   : Windows XP

3. Hardware Minimum Requirements at Doctor's Cabin

   - Processor   : Pentium IV
   - Memory   : 512MB and Above
   - Hard disk   : 40Gb and Above
   - Printer   : Color Laser Jet
   - OS   : Windows XP

II. Software requirements (* - Provided by M/s HMRI)

1. Application Software :

   - Java Language   : JDK 1.5 *
   - Application Server : Apache Tomcat 5.5 or JBoss *
   - Database   : MS SQL Management Studio
                          Express *
   - Browser   : Internet Explorer 6.0

III. Data flow
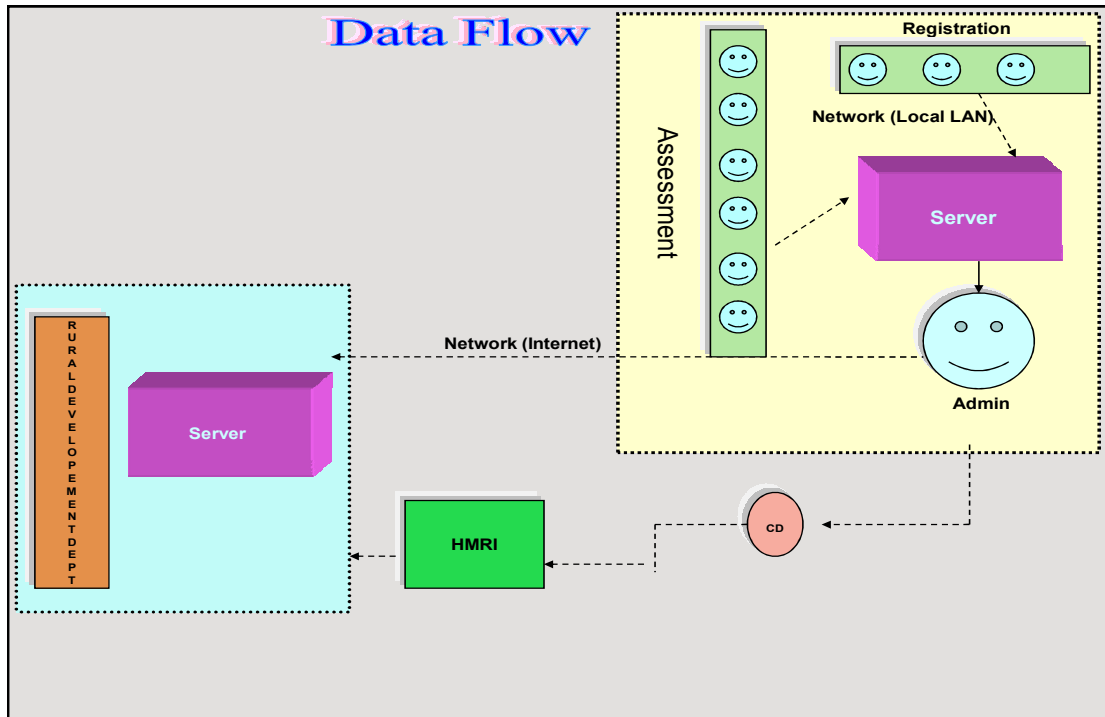
IV.   Website Hosting & Maintenance

M/s HMRI will undertake the responsibility of hosting & maintenance of website and application support.

The following conditions are mandatory for the system to work properly at offline

1. ID will be generated based on the habitation code. Screening of PWDs pertaining to one habitation will have to be conducted at one camp venue.

2. Camps should be conducted in any one of the following ways.

    i.   In a district camps conducted in more than one place. Some areas in the district should go to one place and remaining areas should go to another place irrespective of habitations. But one area (habitation) people should not go to other place where the camp has been conducted. That means no cross area assessment and screening of all PWDs pertaining to one habitation will have to be carried out at single location.

    ii. In a district camps conducted at different places at equal intervals of time, with a time gap of minimum one day, so that the data can be transferred from one camp to another camp. Any person can attend any camp irrespective of areas.

ANNEXURE – C

Premises/ physical requirement:
(Requirements are estimated for 100 PWDs)

- 5 rooms for assessment of PWDs by Doctors concerned
- 1 room for Registration
- 1 room for Printing and Lamination
- A big waiting hall
- Ramp facility, Wheel chairs etc.,
- Proper ventilation, lighting, power supply, drinking water, toilets etc.

CAMP ORGANISATION

Visual Impairment — Locomotor Disability — Mental illness — Hearing Impairment — Mental Retardation

Data Entry for Part -A Details

Registration Counter

Visual Cabin with doctor & Dataentry Operator will fill part -B details and give print out of certificate & ID - Card

Locomotor Cabin with doctor & Dataentry Operator will fill part -B details and give print out of certificate & ID - Card

Mental illness Cabin with doctor & Dataentry Operator will fill part -B details and give print out of certificate & ID - Card

Hearing Cabin with doctor & Dataentry Operator will fill part -B details and give print out of certificate & ID - Card

Mental Retardation Cabin with doctor & Dataentry Operator will fill part -B details and give print out of certificate & ID - Card

Server

Lamination Cabin

Assessment tools/ equipments requirement:

1. Locomotor Impairment
   - Gonio Meter
   - Tendon Hammer
   - Measuring tape
   - Steel ruler

2. Hearing Impairment
   - Portable audiometer
   - Audiogram chart
   -

3. Visual Impairment
   - Snellen chart
   - Lenses kit

4. Mental Retardation
   - IQ testing tool kits

5. Mental Illness
   - IDEA's assessment format and

ANNEXURE - E

Flow Chart for Camp Organization

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                              ┌─────────────┐
                              │    START     │
                              └──────┬──────┘
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                                     ▼
                         ┌───────────────────────┐
                         │     Persons with       │
                         │   various types of     │
                         │     disabilities        │
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                                     │
                                     ▼
                         ┌───────────────────────┐
                         │   Local Screening       │
                         │    by Volunteers        │
                         └───────────┬───────────┘
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                                     ▼
                         ┌───────────────────────┐
                         │       Depute            │
                         │     identified          │
                         │      disabled           │
                         │  persons to camp        │
                         │   as per schedule       │
                         └───────────┬───────────┘
                                     │
                                     ▼
                         ┌───────────────────────┐
                         │   Registration of       │
                         │   camp details &        │
                         │   Doctors details       │
                         │   and Personal          │
                         │   details filling       │
                         └───────────┬───────────┘
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If Multiple Disability – go to different specialists

Multiple or Single Disability?

If Single Disability – go to Specific specialist

Locomotor Impairment	Hearing Impairment	Visual Impairment	Mental Illness	Mental Retardation
Data Entry Operator	Data Entry Operator	Data Entry Operator	Data Entry Operator	Data Entry Operator

Rejected

Eligible or Rejected?

14

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                                    ┌──────────────────┐
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                                    ▼                  │
                              ╱─────────────╲          │
                             ╱  Percentage   ╲         │
                            ╱       of        ╲────────┤
                            ╲   Disability?   ╱         │
                             ╲               ╱          │
                              ╲─────────────╱           │
                                    │                   │
                                 >= 40%                 │
                                    ▼                   ▼
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Dispatch Section	Dispatch Section	Dispatch Section

Report	Certificate and ID card	Assessed and Rejected Certificate

END